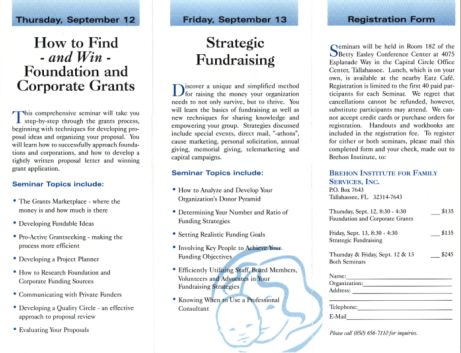
# Brochures examplesExample 1: Brochures





|  |  |  |
| --- | --- | --- |
|  | Example | Reasoning |
| Font | * Bold font for titles * Blocked alignment * Professional looking font | I like how the font fits the subject. I also want to have consistent font for the text but maybe do a different type of font for the headings |
| Color | * Wording in black * Titles in a different color * Separates sections | I like the subtle color that the blue brochures have. |
| Format | * Pictures * Can tell the different sections by color and alignment * Has contact information | I like the amount of pictures they all have. I may put more on because mine is not a business brochure but more of an advice/informational brochure. I think that I will use a boarder to tell apart the sections. |

# Example 2: Flyers

|  |  |  |
| --- | --- | --- |
|  | Example | Reasoning |
| Font | * Bold font for titles * Fun style * Large print * Different kinds in one flyer | I want to use the fun, larger print but since my flyer is for parents I want to keep it simple to get my point across |
| Color | * Creates a mood * Lots of different colors * Titles in a different color * Separates sections * Makes things stand out | I think that I will have different colors cause sections to block. However, I think that I will keep my colors simpler |
| Format | * Pictures * The Michigan flyer is blocked * Not much alignment * There is contact information on the Paradise flyer | I don’t think that I will have my flyer blocked like Michigan’s but not as flowing as the Holiday Party one. |

# http://profile.ak.fbcdn.net/hprofile-ak-snc4/174618_264564057573_7659990_n.jpghttp://www.buymichigannow.com/images/news_photos/large/191.jpg http://www.douglattery.com/blog/wp-content/uploads/2010/06/lewis-house-party-2009-flyer1.jpg

# Example 3: thank you letter after an interview

\*\*THE FORMAT CHANGED WHEN I COPYED AND PASTED IT\*\*

September 8, 2006  
  
  
Mr. Dominic Philips  
Vice President Human Resources  
Universal Tire Corporation  
2000 Park Drive  
Grand Rapids, MI 49525  
  
  
Dear Mr. Maxx:  
  
  
As I was leaving your office on September 8, 2006 I was reflecting upon how much I enjoyed meeting with you and learning more about Universal Tire Corporation. I appreciate the time you spent with me discussing your opening for an Outside Sales Representative.  
  
I believe my internship with Shemax, Inc. and my educational background in Marketing and Business Administration make me an excellent candidate for the position. You mentioned the importance of having an outgoing person with a lot of initiative. I feel that my experience in using my marketing, communication and customer service skills would exceed your expectations if given the chance.  
  
I was also very impressed with Universal Tire’s commitment to investing in your employee’s future though the Tuition Reimbursement Program you mentioned. I look forward to hearing from soon. In the meantime, please call me at 271-3162 if there is any additional information I can provide to help you in your decision.  
  
Sincerely,  
  
  
  
Mary Johnson

170 Roanoke StreetBlacksburg, VA 24060(540) 555-6241[JRichardson@vt.edu](mailto:JRichardson@vt.edu)  
March 3, 2011  
Ms. Patricia SmithPersonnel ManagerSheldon E-Solutions1212 Lark LaneRichmond, VA 23230  
Dear Ms. Smith:  
Thank you for the opportunity to visit with you and see your facilities last Wednesday. Both the interview and the tour made for an exciting and complete day.  
I was so very impressed with your warehousing procedures. Mr. Allen was so thorough in explaining your process to me, and I will be corresponding directly with him to express my appreciation. Incidentally, the process you use is quite similar to one I have been researching through an independent study this term. Perhaps I can share my final report with you and Mr. Allen.  
The expense report you requested is enclosed.  
Again, thank you for your hospitality during my time in Richmond and for all your efforts to arrange my visit. Having seen your operation, I am all the more enthused about the career opportunity that Sheldon E-Solutions offers. I look forward to your decision.  
Sincerely,  
Jan Richardson  
Enclosure

170 Roanoke StreetBlacksburg, VA 24060(540) 555-6241[JRichardson@vt.edu](mailto:JRichardson@vt.edu)  
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Sincerely,  
Jan Richardson  
Enclosure

|  |  |  |
| --- | --- | --- |
|  | Example | Reasoning |
| Font | * Black * Professional | Have professional looking font |
| Color | * No color | Having no color will keep it simple and professional |
| Format | * Business letter format * They all end with “I look forward to your decision.” * Short, sweet to the point * Says thank you for the interview and opportunity * Has a summary of who you are | I want to have the business format and keep it short because realistically an employer would not have time to read a long letter. Also I think it is important to say thank you and to give a quick reminder of who you are |